



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

890606-05

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of The Secretary of State Georgia Real Estate Commission Suite 500 - Sussex Place 148 International Boulevard, N.E. Atlanta, Georgia 30303-1734	Application Number	90-003
Application Number		Date Received	Date Completed
		NOV - 6 1989	FEB 28 1990
2. Person to Contact		Working Title	
Durward L. Forbes		Time-Share Specialist	
		Telephone Number	
		404-656-6738	
3. Action Requested			
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)	
Earliest	Latest		
1987	" to date"	Certification of Licensee's Record History	
6. Division and Office Function			
What is the function of the Division and the Office in which this record series is created?			
The Georgia Real Estate Commission regulates the issuance and reissuance of licenses to real estate brokers, associate brokers, and salespersons, additionally establishing rules and regulations relating to the professional conduct of the real estate licensees in the state of Georgia.			
The licensing Section is responsible for processing applications submitted for issuance, reinstatement, activation, inactivation, surrender, and transfer of real estate licenses.			
7. Record Series Description			
This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.			
Documents relating to: Certification of licensee history: Commission certification of licensee's license issue date, dates of inactive service, dates of active service, dates of lapsed license, educational requirements for licensure, and disciplinary actions. Facilitates included are: licensure in other states and used in court cases.			
Certificate of licensure (carbon copy), computer printout, letter requesting certificate, envelope with Postmark Date, and copy of history cards when applicable.			
File is arranged: By year then by month.			
8. Monthly Reference Rate		How often are records referred to which are:	
One to six months old _____ 1 _____; Seven to twelve months old _____ 1 _____; Thirteen to twenty-four months old _____ 0 _____; twenty-five months and older _____ 0 _____?			
9. Annual Rate of Accumulation of Records			
Letter-size drawers _____; Legal-size drawers _____ 1 _____; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ 0 _____ years.	d. Audit period	_____ 0 _____ years.
b. Statute of limitation	_____ 0 _____ years.	e. Administrative need	_____ 3 _____ years.
c. Federal law	_____ 0 _____ years.	f. Federal retention instructions	_____ 0 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need. To date, most state agencies require that a certificate of licensure history be current, ie., be no older than one (1) year from date of application for licensure. Needed to verify requests and show date of request.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 2 \_\_\_\_\_ year(s); then
- ☒ Transfer to local holding area; hold \_\_\_\_\_ 1 \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	10-30-89	<i>[Signature]</i>	10-31-89
890606-05 **See page 3 for signatures		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)			
90-003			
State Auditor/Designee			
Secretary of State/Designee			
Attorney General/Designee			

(Reverse Side)

P2 of 3

STATE RECORDS COMMITTEE  
RECORDS RETENTION SCHEDULE APPLICATION

SIGNATURE SHEET

Sheet 3 of 3

Schedule # 90-003

Date Approved FEB 28 1990

Application # 890606-05

APPROVED

DATE

Governor/Designee:

*W.H. Roper*

*2/13/90*

Commissioner,  
Administrative Services/Designee:

*Larry Oak*

*2/28/90*

State Auditor/Designee:

*W. H. Stettin*

*2-13-90*

Secretary of State/Designee:

*Edward Weedon*

*8 Feb. 1990*

P323